



Job Description

Senior Psychologist

1. Particulars of Office

This appointment is permanent, pensionable & 0.8wte.

2. Salary

Remuneration is in accordance with the salary scale approved by the Department of Health and Children.

3. Superannuation

The terms of the Voluntary Hospitals Superannuation Scheme and Voluntary Hospitals Spouses and Children's Scheme will apply to this position. Contributions are at the rates of 5% and 1.5% of gross annual remuneration respectively, by deduction from salary.

4. Duties

The incumbent will perform such duties as outlined in the Job Description.

5. Hours of Work

Normal working hours are 30 hours worked over 6 days Monday-Saturday, but the Appointee will attend at such other times as are required for the proper discharge of the duties of the office.

6. Retirement

No age restrictions shall apply to the Appointee except where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004. In this case the Appointee must be under 65 years of age on the 1st day of the month in which the latest date for receiving completed application forms for the office occur. Continued employment is conditional upon the capacity and conduct of the Appointee.

7. Annual leave

Annual leave and public holidays are granted in accordance with the provision of the Organisation of Working Time Act, 1997. Your annual leave entitlement will be advised to you by the Human Resources Department in your contract of employment. Annual Leave may be based on grade, years of service and whole-time equivalency.

8. Sick Leave

Payment of salary during illness will be in accordance with arrangements as approved by the Department of Health and Children.

9. Termination of office

The employment may be terminated at any time by two months' notice on either side except where circumstances are dictated by the Minimum Notice and Terms of Employment Act 1973/77. The Management's right under this paragraph shall not be exercised save in circumstances where the Management is of the opinion that the holder of the office has failed to perform satisfactorily the duties of the post or has misconducted himself/herself in relation to the post or is otherwise unfit to hold the appointment.

10. Garda Vetting Checks

Arrangements have been introduced, on a national level, for the provision of Garda Vetting Checks in respect of candidates for employment in areas of the Health Service, where it is envisaged that potential employees would have substantial access to children or vulnerable adults in the course of their duties. Garda vetting is done for the protection of these groups and the National Rehabilitation Hospital reserves the right to re-vet employees at any future point, as deemed appropriate by Hospital Management.

11. Confidentiality

In the course of your employment, you may have access to or hear information concerning the medical or personal affairs of patients and/or staff, or other health services business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition, records must never be left in such a manner that unauthorised person can obtain access to them and must be kept in safe custody when no longer required.

12. Hygiene

Employees are required to ensure that the hospital's hygiene and infection control policies are always adhered to. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of the National Rehabilitation Hospital's quality system to ensure the safety and well-being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

13. Policies / Legislation

All Hospital policies and procedures form an integral part an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care, Computer Usage Policy) and the Hospital's ethical codes of practice.

Employees are required to abide by the hospital's code of behaviour and the code of practice as outlined by their relevant professional body.

14. Disability Census

As part of the NRH's commitment to supporting the employment of people with disabilities and to comply with the requirements of the Disability Act 2005, all staff are required to inform the NRH's Equality Officer and Director of Human Resources Ms. Olive Keenan, of any personal disabilities, if any. This information is only requested in the event that appropriate arrangements must be put in place during the course of one's employment and will be stored by the Equality Officer in compliance with Data Protection legislation.

15. HR Department Privacy & GDPR Policy

In order to carry out its administrative functions the Human Resource Department in the National Rehabilitation Hospital collects and processes personal data relating to individuals, which includes the job applicants and staff of the Hospital. The Human Resources Department takes the confidentiality of all personal data seriously and consequently takes all necessary steps to comply with data protection legislation including the GDPR. The Human Resource Department collects personal data only in order to meet specific lawful purposes and will retain that data only for so long as necessary. We also ensure that all reasonable technical and organisational security measures are in place to safeguard personal data.

Ordinarily, the Human Resource Department will not pass personal data to any third party except where required by law, or under statutory obligations, or to fulfil a contract of employment or for other legitimate purposes as balanced against the rights and interests of the Data Subject. If you have any concerns about how your personal data is processed, you may contact our Data Protection Officer (dpo@nrh.ie). Please refer to the National Rehabilitation Hospital Human Resources Privacy Policy Document for more information. The Policy Document is available on request from the Human Resources Department.



SENIOR PSYCHOLOGIST

1. Qualifications & Professional Experience

Essential:

The candidate must, on the latest date for receiving completed application forms for the office, possess:

1. A recognised university degree or diploma obtained with first- or second-class honours in which psychology was taken as a major subject and honours obtained in that subject
2. A recognised postgraduate professional psychological qualification appropriate to the area of professional psychology in which the position is designated.
3. Minimum of five years satisfactory postgraduate experience in professional psychology in which the position is designated.

The five years' experience must be comprised of no more than three years of postgraduate training and no less than two years (Whole Time Equivalent) experience as a Staff Grade Psychologist.

4. Possess the requisite clinical, operational and management knowledge and ability for the proper discharge of the duties of the office.
5. Experience of undertaking clinical research and audit.
6. Experience of clinical service development.

Desirable:

1. Experience working in a hospital setting.
2. Experience working with patients with acquired disability/ physical disability.
3. Experience of working with chronic health conditions & chronic pain
4. Training in clinical supervision of psychologists and or experience of providing same.
5. Experience conducting and supervising research in a hospital setting

2. Health

Candidates or any person holding the office must be free from any medical condition which would render them unsuitable to hold the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

For the purposes of satisfying the requirements as to health, it will be necessary for each successful candidate before he/she is appointed to undergo a medical examination by a qualified medical practitioner to be nominated by the Chief Executive or designated officer. Any irregularities reported as a result of this examination which render the incumbent unsuitable for the post must be remedied / addressed before appointment.

3. Character

Candidates for and any person holding the office must be of good character.



SENIOR PSYCHOLOGIST

Title: Senior Psychologist

Purpose of the Position:

- Provide psychology service within an evidence-based, best practice and interdisciplinary healthcare environment. For this position, the primary designation is to the Spinal Cord System of Care (SCSC) programme.
- Exercise professional judgement in resolving problems and take a leading role in identification, development and implementation of quality improvements.
- Staff management and supervision, in-service training and professional development.
- Development of protocols, policies and strategies relevant to the post.
- Planning, performance monitoring, benchmarking and work practices development within the psychology department and SCSC programme.
- Research and teaching

Accountable to: Head of Department of Psychology or nominee

Liaison / Communication: The proper performance of these duties will require a high degree of liaison and communication with clinicians and managers throughout the hospital in the course of their normal duties and responsibilities.



JOB DESCRIPTION

SENIOR PSYCHOLOGIST (0.8 WTE)

Overview of the Role

- The post of Senior Psychologist at the Department of Psychology at NRH offers the candidate the opportunity to deliver the best psychological theory and practice to the Spinal Cord System of Care (SCSC) programme (primary designation).
- It is expected that the successful candidate will make a substantial contribution to delivery of clinical services, development of services, and research at NRH.

Duties and Responsibilities

Clinical duties and responsibilities:

- Primary responsibility is to the delivery of psychology services to the SCSC programme at NRH. Depending on clinical and service needs, the post-holder can be re-deployed to other clinical programmes or services at NRH as determined by the Head of Department of Psychology.
- Undertaking clinical duties including psychological evaluation and assessment, psychotherapy, clinical and psychoeducational interventions with patients, their families and carer's, health care professionals and or health care agencies.
- Providing psychological assessments based upon the appropriate use, interpretation and integration of data from a variety of sources including clinical interview, psychological tests, self-report measures, direct and indirect observation and collateral information from family, carers, clinical personnel staff and other persons as appropriate.
- Contributing psychological perspectives and formulations to patient care and implementing plans for psychological interventions and or management, based on the appropriate conceptual framework.

- Display awareness and appreciation of the services users and the ability to empathise with and treat others with dignity and respect.
- Demonstrate the ability to plan and deliver care in an effective and resourceful manner within a model of person-centred care.
- Maintaining autonomous professional responsibility for the assessment, treatment and or management of patients attending psychology services at NRH.
- To acquire and develop the necessary clinical knowledge and skills incorporating international best practice to maintain the highest professional and clinical standards.
- Providing a psychological service for all patients accepted to the service with timely completion of case notes, reports and all matters pertaining to a complete psychology service in accordance with professional and organisational standards.
- To communicate effectively and work in co-operation with colleagues to ensure integrated care and service provision.
- To liaise and ensure timely communication with other clinicians, professionals and health-care agencies in order to ensure the best care for the patient.
- Be familiar with advances in professional knowledge and clinical practice.
- Be familiar with developments in national policies, strategies and legislation and perceived impact on the service to which you are designated.
- Demonstrate effective leadership and team skills with a proven ability to work as part of an interdisciplinary team.
- Demonstrate an ability to manage and develop self and others in a busy working environment.
- Demonstrate the ability to effectively evaluate information and make effective decisions.
- Demonstrate effective interpersonal skills including the ability to collaborate with colleagues, families, carers etc.
- Demonstrate effective communication skills (written and verbal) required to undertake the duties and responsibilities of the post.

- Demonstrate an awareness of ethical issues that may impact on clinical and professional practice.
- Demonstrate flexibility and openness to change.
- To complete all clinical activity and provide information as required by the Head of Department or nominee for the purpose of service monitoring, evaluation and planning.

Research & education duties and responsibilities:

- Demonstrate knowledge and experience of research methods and competence in undertaking clinical research.
- To contribute to the research, audit, evaluation undertaken at the Department of Psychology, the SCSC programme and or any other relevant service or external agency.
- To conduct, support and publish service-related research in recognised journals and at academic/clinical conferences as appropriate.
- To use evidence-based literature and research to support effective practice and or service development.
- To attend internal and external training and education relevant to clinical and professional practice and service development.
- To contribute to the teaching and training activities of the Psychology Department and SCSC programme including in-service academic events and post-graduate programmes as appropriate.
- Offer psychology placements and education for post-graduate psychologists undertaking research and Psychologists in Training from recognised University based Post-graduate Psychology Training Programmes.

Professional practice duties and responsibilities:

- Contribute to the development, planning, organisation, and evaluation of psychology services and practice at NRH.
- Participate in continuing professional development and ensure compliance with statutory development planning.
- Take responsibility for ensuring that clinical and professional supervision needs and requirements are met.

- Provide clinical supervision to Staff Grade Psychologists and Psychology Assistants.
- Act as a representative of the Psychology Department as requested.
- Represent and advocate for the psychological needs of health care service users.
- Contribute to the induction of new staff as appropriate.
- Attend mandatory training at the NRH.

Service & policy development duties and responsibilities:

- Contribute to the development of psychological services at NRH.
- Contribute to NRH policies and service developments.
- Contribute to national, health care, educational and research agencies.

Management duties and responsibilities:

- Manage and co-ordinate service delivery in the area of responsibility.
- Ensure the maintenance of appropriate service user records and statistics in accordance with standards of best practice governing psychologists, hospital guidelines and statutory legislation such as Freedom of Information Act, Data Protections Acts and other relevant legislation.
- Contribute to the development and implementation of information sharing protocols, audit systems, referral pathways and integrated care arrangements.
- Maintain professional standards regarding patient and data confidentiality.
- Demonstrate the ability to plan and deliver care in an effective and resourceful manner.
- Provide line management supervision to assigned staff.

General Responsibilities

- Promote a culture that values equality, diversity and respect in the workplace.
- Ensure that a safe environment is maintained for staff and visitors in compliance with Health and Safety requirements and best practice.
- Be responsible for the security of the work area, with awareness of fire regulations and security arrangements.
- Comply with all mandatory training as agreed at NRH.

This job description is not intended to be a complete list of all duties required for the post and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to her/him from time to time and to contribute to the development of the post while in office. This document must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.